

Portal Authority Board of Directors

MINUTES

Portal Authority Board of Directors Monthly Meeting

September 2, 2004

1:30pm – 4:00pm

Legislative Services Building

200 East 14th Avenue

Hearing Room A, 1st Floor

Denver, CO

I. Call to Order: 1:36pm, Donetta Davidson, Chairperson

A. Roll Call

Attendees: Arrowsmith, Cooke, Davidson, Feingold, Jenik, Marroney, May, McCallin, Wells, L. Williams, T. Williams (quorum present)

Cadman (excused)

B. Introduction of Audience

II. Approval of August 12, 2004: Minutes, Donetta Davidson, Chairperson

Chairperson Davidson called for a motion to approve the August 12, 2004, Internet Portal Authority Board of Directors Meeting Minutes.

Motion: Jack Arrowsmith motioned to approve the August 12, 2004, Internet Portal Authority Board of Directors Meeting Minutes.

Jeff Wells seconded the motion.

The motion was approved unanimously.

III. Committee Reports

A. Bylaws Committee, Jeff Wells

Jeff Wells reported that the Bylaws Committee had taken draft bylaws submitted by Leroy Williams and added to them (didn't remove much). Jeff briefly walked the Authority through each section of the bylaws. He recommended submitting a RFI to various firms for legal counsel, rather than contract with the Attorney General's Office. Jeff explained that counsel for the Authority might consist of multiple lawyers, represented by a single firm.

The election of officers for the Authority will occur annually at the September meeting.

Chairperson Davidson called for a motion to adopt bylaws as submitted by the Bylaws Subcommittee.

Motion: Jeff Wells motioned to adopt bylaws as submitted by the Bylaws Subcommittee.

Tambor Williams seconded the motion.

The motion was approved unanimously.

B. Financial Committee, Nancy McCallin

Nancy McCallin reported that the Financial Committee has met more than once via phone. Their goal is to get the portal money in a bank account as soon as possible, while ensuring compliance with Governor Owens's vision and the Federal Jobs Act.

i. Start-up Costs

Nancy recommended opening a temporary bank account for seed money only, to get things started, i.e.: hiring an executive director, an admin, buy computers, etc. The Authority must then submit a RFP to select a bank for ongoing portal activity. Wells Fargo was approached to establish a temporary bank account; however, the Authority must submit a Federal ID #, Articles of Incorporation, plus additional information from signing authorities, in order to proceed.

Jerry Marroney asked if this portal money is excluded from TABOR. Nancy explained that yes, the portal funds are excluded from TABOR, as they are federal funds. Interest accrued on this money currently goes into an emergency fund within the Governor's Office.

Chairperson Davidson called for a motion to approve the process by which the Financial Committee has chosen to pursue a financial institution, to include opening an account at Wells Fargo for short-term banking needs.

Motion: Senator May motioned to approve the process by which the Financial Committee has chosen to pursue a financial institution, to include opening an account at Wells Fargo for short-term banking needs.

Tambor Williams seconded the motion.

The motion was approved unanimously.

Nancy reported that money for the portal had been recently reduced to \$7 million, from \$7.5 million. \$500,000, was given to CBMS in emergency funding. CBMS was in need of \$2 million to distribute to the counties to

ensure success for implementation. Nancy will do what she can to ensure the portal money remains at \$7 million. Jerry Marroney expressed concern that the portal money currently sits in a place where the Governor, the legislature, etc, can touch it. Nancy understands this concern. She hopes that portal construction will be well under way before the legislature resumes in 2005, keeping money safe. Leroy Williams highlighted the sense of urgency and the importance of having a portal in place this legislative session.

C. Business Committee, Michael Cooke

Michael Cooke reported that the Business Committee has met twice since 8/12/04. The following individuals have been added to this committee, as a result of the CIO Forum:

- Tina Camblin, CIO, DORA
- Nolan Jones, DOR
- Ron Ozga, DOHS
- Jeff Sherrard, OIT

The Statewide Internet Portal Authority's website was posted on 8/23/04, and can be found at www.colorado.gov/portalauthority (link may be found on the State's homepage for easy access). The website has rendered over 791 hits since, without active marketing. Michael commended the Business Committee for their efforts on launching the website. Some have requested the Authority post committee meetings on their website. Committee chairs will discuss this, as it will require extra effort to accommodate visitors of committee meetings.

Michael passed out three working documents:

- **Outline of Strategic Business Plan (DRAFT):**
This document outlines the committee's plan to proceed, per SB04-244. The Strategic Business Plan is a critical step in the RFP process. The Business Committee hopes to have a revised plan at the October meeting, after receiving input from the entire Authority.
- **Proposed Timeline for Phase I (DRAFT):**
This document is the infrastructure piece. Phase I will allow for hosting of some common/shared services. The Business Committee is cautiously optimistic about dates on this aggressive timeline. The timeline is dependant on establishment of bylaws, selection of an executive director, etc. The Business Committee may present a RFP at the October meeting or a new timeline. Senator May expressed concern that the timeline is too aggressive. Michael agreed the timeline is aggressive, but added it is not impossible. She concluded with stating the Executive Branch is

eager to utilize the portal; therefore, the timeline should be as aggressive as possible to accommodate needs of Executive Branch.

The RFP Subcommittee (subset of Business Subcommittee), chaired by Bob Feingold, will strive to have an RFP ready by the end of September 2004. Nancy McCallin recommended a legal analysis of the RFP that specializes in IT, prior to RFP release. This is currently not represented in the schedule. Jeff Wells recommended that once the RFP is ready, it should be turned over to State Purchasing to ensure we've complied with state procurement process. Bob Feingold questioned whether the Authority must comply with state procurement rules. Donetta answered that the Authority does not have to abide by state rules, but must abide by federal rules. Jeff added that if we follow state rules, federal rules should be satisfied. Jeff concluded that a Statement of Work is necessary for the RFP to move forward.

Action Item: Leroy Williams, the Governor's Office of Innovation and Technology, and the CIO Forum, to work together to draft a Statement of Work.

Jerry Marroney would like to see a copy of the federal grant appropriating money to the portal. He would also like to review the assurances the Governor signed off on, other requirements, and the Federal Job Act.

Action Item: Acquire copy of federal grant that appropriates money to the portal, for review.

- **Funding Request (DRAFT):**
The Business Committee is developing a budget; this funding request is for immediate access, so the Authority can move forward in the next six months. Funds would be used for: staffing, legal costs, equipment cost, leasing costs, reimbursements for board members (mileage, parking), etc. Michael requested the Authority approve submitting this funding request to Nancy McCallin. Michael stressed that this funding request is a work-in-progress. Dollar appropriation is meant to justify request; how it is spent will not be set in stone (dollars will be spent accordingly). Donetta Davidson added that the Authority might temporarily hire an executive director and admin on contract to get going. The Authority still needs to create job descriptions, conduct interviews, etc.

Chairperson Davidson called for a motion to adopt Outline of Strategic Business Plan, Proposed Timeline for Strategic Plan, and Funding Request.

Motion: Senator May motioned to adopt Outline of Strategic Business Plan, Proposed Timeline for Strategic Plan, and Funding Request.

Jerry Marroney seconded the motion.

The motion was approved unanimously.

IV. Old Business

A. Report on Executive Director Position, Senator Ron May

Senator May is working on hiring an executive director for the Authority. Rep. Gregg Rippey was approached to serve as an interim executive director, but he declined. Rep. Rippey would rather serve on a committee. Senator May will continue to look for an interim executive director.

Senator May asked if the Authority can sub-lease office space from OIT for the Authority. Jeff Wells answered that yes, state agencies can sub-lease space, even to the private sector. Jeff would like to see the Authority pay for their lease, rather than live in a donated space.

Action Item: Bylaws Committee to work on sub-lease for office space.

V. New Business

A. Contract for Attorney-Discussion, Donetta Davidson

Senator May to take lead on drafting contract for attorney. Jeff Wells to prepare RFI for October meeting.

Chairperson Davidson called for a motion to authorize the Bylaws Committee to work on contracts for sublease and attorney.

Motion: Jack Arrowsmith motioned to authorize the Bylaws Committee to work on contracts for sublease and attorney.

Nancy McCallin seconded the motion.

The motion was approved unanimously.

B. Other Items

Donetta Davidson has concerns about consistent messaging from members of the Authority to the public. For example, CIMA has requested the Authority (or a representative(s) of the Authority) participate on a panel at a future event. Leroy Williams suggested drafting a one-page fact sheet to

assist in speaking about the portal for the sake of consistent messaging. Authority Directors should contact Donetta if they are asked to speak on behalf of the Authority. Michael Cooke stated that the Strategic Business Plan should provide assistance on how the Authority communicates to the public, but for now, coordinating through Donetta is a good idea.

Senator May recommends the Authority research other state portals, to identify lessons learned, best practices, etc. He specifically recommended checking out Texas Online and Kansas.net. Bob Feingold has received some lessons learned from Texas; Texas is more than willing to continue sharing information via conference call. Tambor Williams suggested the Authority meet with executive directors of other portals face-to-face if possible (probably most cost efficient approach).

Action Item: Leroy Williams to provide a briefing of other state portal's best practices and lessons learned to Portal Authority Board of Directors.

Leroy Williams announced that CBMS went live on September 1, 2004. He commended the CBMS project for their efforts on such a monumental project.

VI. Set Agenda for Next Meeting

VII. Adjournment

Chairperson Davidson called for a motion to adjourn the September 2, 2004, meeting of the Statewide Internet Portal Authority Board of Directors.

Motion: Jeff Wells motioned to adjourn the September 2, 2004, meeting of the Statewide Internet Portal Authority Board of Directors.

Senator May seconded the motion.

The motion was approved unanimously.

This meeting adjourned at 3:00pm.